

MINUTES OF MEETING  
SHINGLE CREEK AT BRONSON  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Shingle Creek at Bronson Community Development District was held on Monday, March 6, 2023 at 11:00 a.m. at the Oasis Club at ChampionsGate, 1520 Oasis Club Blvd. ChampionsGate, Florida.

Present and constituting a quorum were:

Adam Morgan	Chairman
Rob Bonin <i>joined late</i>	Vice Chairman
Brent Kewley	Assistant Secretary
Seth Yawn	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Amanda Udstad	District Engineer
Alan Scheerer	Field Manager

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Flint called the meeting to order and called the roll at 11:00 a.m. We have three Board members here and we have a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. Flint: Next is public comment period and there are no members of the public here.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the February 6, 2023 Meeting**

Mr. Flint: We will move on to approval of the February 6<sup>th</sup> minutes. Did the Board have any comments or corrections to those?

Mr. Morgan: They look fine.

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On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Minutes of the February 6<sup>th</sup> Board meeting, were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Ratification of Series 2021 Requisitions #11 - #12**

Mr. Flint: We have ratification of Requisition #11 for the Series 2021 bonds for Hamilton Engineering for \$670 and then Requisition #12 to Lennar Homes, LLC for \$625,605.48.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Series 2021 Requisitions #11- #12, were ratified.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2023-03 Ratifying Conveyance of Improvements Related to the Series 2021 Bonds**

Mr. Flint: Resolution 2023-03 Ratifies the conveyance of improvements related to the Series 2021 bonds, Kristen.

Ms. Trucco: Like George said, these are conveyance documents related to a requisition for series 2021 bonds specifically requisition #12 which is included in your agenda and the Board just ratified that requisition. This is approving the conveyance documents specifically for pothole water, sanitary sewer, and reclaimed water systems in the Cove at Storey Lake III plat, The Cove at Storey Lake IV plat, and The Cove at Storey Lake V plat so attached to the resolution are our usual conveyance documents for improvements only. The first is a bill of sale. This is the instrument that actually transfers the utilities from the developer Len OT Holdings, LLC to the CDD. These utilities are actually going to be subsequently transferred to Tohopekaliga Water Authority in accordance with the development plan to the CDD. I also attached the resolution regarding agreement of taxes and our owner’s affidavit. Those are assurances from the developer that there are no outstanding taxes related to these improvements or the underlying real property and the owners’ affidavits assurance from the developer that there are no encumbrances on the improvement or the underlying real property that would hinder the ability of the CDD to own and subsequently convey these improvements to Tohopekaliga Water Authority. Following that is the certificate of the District Engineer. This is a requirement under the bond documents for the CDD specifically that the District Engineer certify that these improvements have been constructed in accordance with development plans in requirements for the CDD and that the conveyance to

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Tohopekaliga Water Authority is consistent again with the development plans for the CDD. If there are any questions, we can take these now otherwise we are looking for resolution to approve 2023-03 which will ratify conveyance documents related to Requisition #12 of the series 2021 bonds.

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, Resolution 2023-03 Ratifying Conveyance of Improvements Related to the Series 2021 Bonds, was ratified.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution to Establish State Board of Administration Operating Reserve Account**

Mr. Flint: Next is a resolution to establish a State Board of Administration Operating Reserve Account. The State Board of Administration operates the Florida prime investment pool. This is a local government surplus trust fund created pursuant to the statutes. We use this as the investment mechanism for the District’s funds. We have an account already with them for capital reserve but this account is an operating reserve so within the general fund this will allow us to invest in an interest earning account for funds that are sitting in the general fund.

Mr. Morgan: How much do we usually invest in this?

Mr. Flint: Usually we take the funds less 60 days and we will invest that so right now on the balance sheet in the general fund we have \$448,000 in cash and it is not earning interest so. It is liquid and we can get it within 24 hours. It is conservative so the principal is safe.

On MOTION by Mr. Morgan seconded by Mr. Yawn, with all in favor, the Resolution to Establish State Board of Administration Operating Reserve Account, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Flint: Anything else, Kristen?

Ms. Trucco: Nothing from me.

**B. Engineer**

Mr. Flint: Amanda, anything?

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Ms. Udstad: I am working on the permit transfer list and we have that down here number eight. We are working on getting for South Florida the transfer.

Mr. Flint: That is the transfer to the operating entity?

Ms. Udstad: Yes.

**C. District Manager’s Report**

**i. Approval of Check Register**

Mr. Flint: You have approval of the check register from February 1<sup>st</sup> through February 27<sup>th</sup> for \$25,036.54. Any questions?

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the Check Register, was approved.

**ii. Balance Sheet and Income Statement**

Mr. Flint: You have the unaudited financial statements through January 31<sup>st</sup>. If there are any questions, we can discuss those otherwise there is no action required.

**EIGHTH ORDER OF BUSINESS                      Other Business**

**A. Discussion of Pending Plat Conveyances**

**B. Status of Permit Transfers**

*\*Mr. Bonin joined the meeting at this time.*

Mr. Flint: Any discussion on any other pending plats or conveyances that we need to talk about?

Ms. Trucco: Not that I am aware of. I think we are caught up.

Mr. Morgan: I think we are caught up.

Mr. Flint: Permit transfers, I guess we are working on the transfer to the operating entity for the ERP.

Ms. Udstad: Right, I just got the certification of completion and we are working on the transfer part now, so.

Mr. Morgan: Very good.

Mr. Bonin: When do we see that package?

Ms. Udstad: I should be able to send that to you this week. Dave is reviewing it and then I can send it to you for signature then we will be able to submit it to South Florida.

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Mr. Bonin: Okay, cool.

**NINTH ORDER OF BUSINESS**

**Supervisor’s Requests**

Mr. Flint: Anything that was not on the agenda that the Board wanted to discuss?

Mr. Morgan: I know at the last meeting; we talked about the landscaping contract. How is that going?

Mr. Scheerer: It is going great. Down to Earth went ahead and made the final recommended repairs before issuance of their final check. There was some fert and pest that needed to be done and that has been confirmed. There were a handful of arboriculture nets that needed to be replaced and Kirkland is doing it.

Mr. Morgan: So now Kirkland is comfortable with taking over?

Mr. Scheerer: Every bit of it. He is doing it as we speak.

Mr. Morgan: That is all I had.

Mr. Scheerer: It has all been completed.

Mr. Flint: If there is nothing else, is there a motion to adjourn?

**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Morgan seconded by Mr. Kewley, with all in favor, the meeting was adjourned at 11:09 a.m.

DocuSigned by:

*George Flint*

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Secretary / Assistant Secretary

DocuSigned by:

*Adam Morgan*

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Chairman / Vice Chairman